



LAN TEAM

05/23/2000 11:33 AM

To:
cc:
Subject: Reminder - Designated Smoking Areas for the Main and South Interior Buildings

(Note to Supervisors: Please ensure that employees and contractors without access to e-mail receive a paper copy of this message.)

Memorandum

To: Occupants of the Main and South Interior Buildings

From: Timothy G. Vigotsky, Director, National Business Center

Subject: Reminder of Designated Smoking Areas of the Main and South Interior Buildings

In response to recent complaints about smokers not using the designated smoking areas at the Main and South Interior Buildings (Interior Complex), we believe it would be beneficial to remind everyone of the smoking policy and the location of the designated smoking areas.

Smoking is not permitted in the interior spaces of the Interior Complex. The following areas are designated for smoking:

1. Main Interior Building - Three locations: the south side of the cafeteria patio which is accessible from the B-200 corridor or the cafeteria patio door; the east side of the C Street entrance; and the west side of the E Street entrance.

2. South Interior Building - Three locations: the west court facing Virginia Avenue; the east side of the Constitution Avenue entrance (The Constitution Avenue entrance smoking area will return to the west side of the entrance in late June or early July when repairs to the entrance stairs have been completed.); and the southeast corner of the perimeter walkway (19th Street side).

Please note that, while smoking is permitted at the building entrances, smoke-free access to the buildings must be provided. Smoking areas have ash urns and are designated with signs.

We request and sincerely appreciate your cooperation. If you have questions, please contact the Division of Facilities Management Services, Buildings Manager's Office, on 208-7560.